Theological Education for Leadership at Pacific School of Religion — psr.edu/tel

TEL Host Site FAQ
July 2015

What does it mean to host the TEL program?
TEL is an online program for people who wish to study theology and ministry in community. Whenever possible, we encourage TEL students in close proximity to come together at a host site for live TEL seminars. Students register and pay the host site for their classes. Host Sites provide space, technology, and facilitation for groups to learn in community, and then pay PSR for the TEL classes at discount rates.

Who can host the TEL program?
Churches, organizations, community centers, even individuals can host the program.

Why Be a TEL host site?
It is exciting to host TEL. Host sites bring people together from a range of congregations and communities.

- Sparks deeper understanding & theological inquiry
- Strengthens & inspires congregational leadership
- Provides seminary lay/continuing education at a discounted rate
- Offers hospitality to wider community

What does a TEL host site do?
For each seminar, host sites do the following things:

- designate a local TEL coordinator
- register students and pay PSR
- publicize the program & invite others to join
- provide a quiet room with technology and access to rest rooms
- set up and test technology ahead of time
- initiate and maintain technology throughout
- designate a facilitator to lead discussions
- designate a scribe to be at the computer during the seminar and post questions and comments
- provide snacks, if desire

What technology or equipment is needed to host?
Everyone in attendance at the Host Site will be able to see and be seen, hear and be heard by all participants in the class world-wide. Since the seminars utilize both internet and phone, the following is required:

- reliable, high speed *internet* connection
- *computer* - most computers purchased in the past three years are sufficient
- *webcam*
- large computer *monitor* or *projection* to a screen
- clearly audible *speakers* for the computer
- *conference* or *speaker phone* - audio goes mainly through the phone, not through the computer

How can I learn more?
Contact Rev. Janice Sommerville, Program Coordinator, at 510/849-8284 or tel@psr.edu, to discuss becoming a TEL Host Site. See http://www.psr.edu/tel for more information about the program.